



Office of the Under Secretary
Federal Emergency Management Agency
Washington, D.C. 20472

September 2, 2003

UNDER SECRETARY'S POLICY – No. 7-03

SUBJECT: Equal Opportunity and Affirmative Employment

1. The Department of Homeland Secretary (DHS), Emergency Preparedness and Response (EP&R), Federal Emergency Management Agency (FEMA), fully supports and is committed to Equal Employment Opportunity (EEO) and the implementation of a solid and effective Affirmative Employment Program without regard to race, sex, religion, color, national origin, age or disability (mental or physical). The Directorate is committed to EEO goals that will aggressively pursue a program to recruit, retain, and advance a qualified workforce that reflects our Nation and provides an environment free of all discriminatory practices.
2. This Under Secretary's Policy Statement supersedes Director's Policy Statement No. 04-02, Equal Opportunity and Affirmative Employment, dated October 16, 2002.
3. EP&R/FEMA subscribes to and implements to the fullest, the requirements of: Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11478, Equal Employment Opportunity in the Federal Government, as amended; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1962, as amended; and the Rehabilitation Act of 1973, as amended.
4. It is the policy of the Directorate to provide equal opportunity in employment for all employees and applicants, and to prohibit discrimination in every aspect of personnel policies, practices and all working conditions. Where complaints of discrimination arise, it is expected that managers and employees will work together to resolve the issues at the earliest possible stage.
5. The Multi-year Affirmative Employment Plan (AEP) will assist EP&R/FEMA in accomplishing its mission by encouraging all employees to actively contribute to the Directorate's objectives. Managers and supervisors will be expected to take an active, ongoing part in promoting and implementing the plan, especially by acting on opportunities that may arise or lend themselves to hiring, promoting, and training qualified individuals from underrepresented groups.
6. Full managerial and supervisory support is expected in meeting the objectives of this program. Program accomplishments will be measured by periodic evaluations and corrective actions will be taken, when warranted.

Distribution: C(HqBrChiefs), H(FldBrChiefs), and <http://cio.fema.net/rm/dm/current.html>

7. Each of us must make a personal commitment toward improving our workplace. We must treat each other fairly and equitably regardless of our role or position, and we can do this only by working together as a team. Copies of the AEP Plan may be requested from the EP&R/FEMA Office of Equal Rights by calling (202) 646-3535.



Michael D. Brown
Under Secretary
Emergency Preparedness and Response